

Position Announcement

Assistant Director of Vocational Rehabilitation Services Tennessee Department of Human Services

Overview:

The Assistant Director of the Vocational Rehabilitation Program assists in the day to day administrative leadership of the statewide vocational rehabilitation program for the Tennessee Department of Human Services and reports directly to the Director of the Vocational Rehabilitation Program. The incumbent will assist the VR Director in the management approximately 642 employees and effective stewardship of an annual budget of \$69 million in state and federal funds. This position assists the Director in carrying out the mission of assisting people with disabilities go to work by developing, implementing and monitoring strategic plans and goals. The Assistant Director of Vocational Rehabilitation Services will be required to travel as needed. Office will be located in downtown Nashville.

Minimum Requirements:

- Master's Degree in Rehabilitation Counseling **OR** closely related field.
- Five years working in the field of vocational rehabilitation, state or federal program.
- Five years leadership experience, supervising and/or managing a public sector Vocational Rehabilitation Program (state or federal) with a full & wide- ranging knowledge of related statutes, rules and regulations.
- Experience communicating and presenting information to large groups.

Preferred Qualifications:

- Certification as a Rehabilitation Counselor, **CRC**
- Prior experience managing budgets/contracts for a state vocational rehabilitation program
- Experience shaping, developing and implementing client service policies to comply with federal & state regulations.

SALARY RANGE: \$45,876 to 70,000, commensurate with qualifications

How to Apply:

Submit your resume detailing your experience in meeting the stated requirements for the position to:

Citizens Plaza Building, 7th Floor
400 Deaderick Street
ATT: Yovancha Lewis-Brown
Nashville, Tennessee 37243

You may email your resume:
Yovancha.Lewis-Brown@tn.gov

Deadline for submission:

Friday, October 4, 2013